



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
(Filling of this position is contingent upon further approval process)
Posting Number: CE21-021

☐ DIVISION/PROGRAM ☐ DEPARTMENT ☐ NJ STATE EMPLOYEES ☒ GENERAL PUBLIC

<u>TITLE:</u> Analyst Trainee	<u>SALARY:</u> (P95) 43,753.77 (Non-Negotiable)
<u>OPENING DATE:</u> April 13, 2021	<u>CLOSING DATE:</u> April 27, 2021
<u>EXISTING VACANCIES:</u> TBD	<u>WORKWEEK:</u> 35-Hour Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Compliance and Enforcement Program
Division of Compliance Operations and Coordination
Bureau of Compliance Support and Pollution Prevention
401 East State Street
Trenton, NJ 08625

SCOPE OF ELIGIBILITY: Open to candidates who meet the requirements below.

DESCRIPTION: Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

SPECIFIC TO THE POSITION: Assist team members in the review, analysis, and appraisal of administrative procedures, organizational unit processes for recommendations of changes and/or revisions; assist in the evaluation of solutions for problem areas; and collaborate on strategies for elimination of unnecessary and/or wasteful administrative practices/positions; provide coordinated assistance to others for analysis of statistical, financial, and operational unit reports.

PREFERRED SKILL SET: Strong Microsoft Office skills especially in Excel and Word. Strong presentation skills, both, in person and via video conferencing software; GIS knowledge/experience.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. **NOTE:** All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Please include the posting number in the subject of the e-mail when submitting your credentials.

To qualify for New Jersey Veterans Preference/status, you must establish Veterans Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veterans Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Nanatte Mathis-Bridgett
Compliance and Enforcement Program
PO Box 420; Mail Code 401-04B
Trenton, NJ 08625-0420
CE.resumes@dep.nj.gov

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources

Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer